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CITY OF BURLINGTON, VERMONT  
OFFICE OF  
THE CITY ATTORNEY  
AND  
CORPORATION COUNSEL

**MEMORANDUM**

TO: Joan Shannon, City Council President  
Burlington City Councilors  
Mayor Miro Weinberger

FROM: Kimberlee J. Sturtevant, Assistant City Attorney *KJS*

DATE: Wednesday, September 18, 2013

RE: Municipal Planning Grant Authorization to Apply Resolution

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This communication is in anticipation of questions regarding the process for the Resolution for Authorization for Execution of Application for 2014 Municipal Planning Grant from the Vermont Department of Economic, Housing and Community Development. Generally, authority is not required from the City Council to apply for a grant. However, this particular grant requires prior City Council authority to apply.

This request has not gone before the Board of Finance. If the grant is awarded, it will go before the Board of Finance because it has a matching fund component that was not included in the Planning and Zoning budget.

A sample Municipal Planning Grant application from the Vermont Department of Housing and Community Development is attached for your information.

## **SAMPLE MPG APPLICATION FORMS:**

### **Application Summary**

Applicant Municipality:  
(or lead applicant if applying as a consortium)

What is your most recent town plan adoption date?

Has your municipality been confirmed by your Regional Planning Commission?

If not, is your municipality in the process of being confirmed on or before the application deadline?

If not, is this application for a plan that will be submitted to the regional planning commission for approval?

Is this a consortium project?

If Yes, please select the Participating Municipalities <dropdown menu>  
(All participating municipalities must be confirmed by the application due date.)

Authorizing Official: <dropdown menu>

Grant Administrator: <dropdown menu>

Project Type:

<Dropdown options>

- Municipal Plan or Update
- Zoning and Subdivision Bylaw or Update
- Planning for Designation
- Infrastructure Planning
- Natural Resource Planning
- Other

If other, specify:

## Project Description

- 1(a). Project Title. Name the project as concisely as possible. Examples: Unified Bylaw Update, Village Master Plan, Sewer Line Mapping. (80 character limit)
- 1(b). What does the project accomplish? Provide a very brief summary of what the project will accomplish and produce.

*Example used in Village Growth Study: Hire consultant to evaluate constraints and opportunities for infill development and conduct a public outreach program to engage residents in the village planning process.*

*Example used in Form Based Codes Project: Marble City will draft a form-based code for the downtown area to replace the current zoning and more effectively implement our smart growth goals in the designated downtown.*

(250 character limit)

2. Why is the project important? Describe the context, purpose, and timeliness of the project, providing any relevant background information such as past or present planning activities, current issues within the community and the status of your municipal plan and bylaws. If you received an MPG last year, discuss any relationship to this application and your capacity to simultaneously complete both grant projects. (4,000 character limit)

3. How does the project meet the competitive criteria?

- a) Explain how the project implements the ideas and actions set forth within the municipal plan. Insert municipal plan excerpts that demonstrate the linkage between the project and the plan. (For consortium projects provide municipal plan linkage information, including excerpts, for all member towns. If extra space is needed, please upload your response to this question as an attachment, but do not attach the municipal plan itself.)

*For a municipal plan or update project, describe any pressing community planning concerns that the proposed plan or update will address. Cite specific policies in the current plan that need revision and explain why a plan update is more important than pursuing implementation of the previously adopted plan. Explain why a minor re-adoption of the Town Plan is not adequate at this time.*

(4,000 character limit)

- b) Describe what kind of citizen participation activities and outreach intended to educate and involve the public in planning will be conducted as part of this project as well as any coordination and cooperation with relevant local and/or regional organizations.

(4,000 character limit)

- c) Discuss whether and how your project furthers any of the following statewide priorities:
- Bylaw updates intended to correct clear conflicts with the municipal plan, and bylaw updates that address one or more of the smart growth principles in 24 V.S.A. § 2791 (13).
  - Infrastructure planning in support of compact centers and smart growth. Projects could include but are not limited to: Capital Improvement Planning (structured to implement the municipal plan and further smart growth principles); facility inventory, mapping and needs identification; conceptual design/visioning; and developing policies relating to sewer, water, storm water, energy, transportation, green infrastructure and/or communications infrastructure.
  - Updating or amending a Municipal Plan for the purpose of addressing the smart growth principles and/or to address inconsistencies with statewide planning goals or the Regional Plan. (A recently expired plan or pending expiration of a plan alone is not considered a priority.)
  - Planning and implementation for achieving greater flood resiliency. Updating a municipal plan to meet the new statutory requirement for flood resilience element integrated with river corridor and hazard mitigation planning. See 24 V.S.A. § 4382. Projects that implement the flood resilience recommendations of the plan are also priorities.

If none of these priorities apply to your project, please indicate "not applicable."  
(4,000 character limit)

- d) How does your project relate to any existing designated Downtown, Village Center, New Town Center or Growth Center? If no designated areas exist in the municipality, indicate "not applicable."  
(2,000 character limit)

## Work Plan and Budget

Fill out one page for each task.

Include costs that will be paid for by the MPG and match funds (if applicable).

All <automatic calculations> below are preformed when data is entered and saved into online grants management system.

Task Number:

Task Name:

Description of Task:  
(max 250 characters)

Responsibility:

Paid Personnel:

If other, specify:

Hours:

Hourly Rate:

Personnel Cost: <automatic calculation>

Material Description:

Material Cost:

Total Cost: <automatic calculation>

## Budget Totals

Single applications requesting over \$8,000 require a match. Consortia applications requesting over \$15,000 require a match.

Total Project Cost: <Automatic calculation adding all totals from Work Plan and Budget pages>

(state funds + any match funds)

State Funds – (Grant Amount Requested) <Automatic calculation>

Match Funds: <Automatic calculation>

Describe source(s) of match funds: (If match is required)

Contribution of municipal staff or volunteer's time **cannot** be offered as a match.

Other contributions, while not required, may be documented here as well.

(500 character limit)

Budget Documentation: <uploaded or mailed>

Describe how you arrived at realistic budget estimates for the work plan.

(500 character limit)

Upload or mail supporting documents that show the work plan and budget is based on realistic information. If your project involves hiring a consultant (including regional planning commission staff), provide a letter or other documentation from a consultant with cost estimates for tasks, including hourly rate.

## WORK PLAN AND BUDGET SUMMARY

Task Number and Name	Responsibility	Description of Task	Personnel Hours	Hourly Rate	Cost	Materials Cost	Total Cost
Totals							

Total Project Cost: \$  
State Funds/Grant Award: \$  
Match Funds: \$